

SELF-SERVICE CENTER

PROCEDURES: WHAT TO DO WITH THE MOTION WHEN YOU HAVE FILLED IT OUT

STEP1: COPIES AND ENVELOPES.

Make three (3) copies of the *two page* Motion that follows;

Make two (2) copies of the *one page* Order that follows the Motion;

Prepare two (2) self-addressed stamped envelopes; one addressed to you and one addressed to the other party.

FILE THE ORIGINAL 2 PAGE MOTION with the Clerk of Court and ask to have all copies stamped as well. These are called “conformed copies” and serve as proof that the original was filed.

PROCESSING YOUR MOTION. Give the following to the Judge assigned to your case:

- One (1) conformed copy of the Motion;
- Original plus two (2) copies of the Order;
- Two (2) self-addressed, stamped envelopes

MAIL OR DELIVER A COPY of the *two page* Motion to the other party in your case and keep one (1) copy for your own records.

STEP 2: WAIT TO RECEIVE A NOTICE FROM THE COURT. Once you have delivered your Motion and Order, the Judge will either sign the original Order and send a copy to you in the envelope you provided OR issue a MINUTE ENTRY telling you whether or not your Motion has been granted.

**NOTE: FAILURE TO FOLLOW THE ABOVE PROCEDURES COULD RESULT IN A
DELAY IN YOUR CASE.**

PLEASE NOTE:

This blank motion form should not be used to start a court case. If you do not use the correct form, a judge or court commissioner may deny the motion. This may cause you to incur unnecessary filing fees and delay the time in getting your issue before the court. If the Self-Service Center does not have the specific form or packet for a process which you need, you may contact the Superior Court Law Library at 602-506-3461 or by email at: services@scll.maricopa.gov. A Law Librarian MAY BE ABLE TO explain the statutory and procedural requirements AND MAY BE ABLE TO provide a sample motion form to help you draft your own motion.

Note: It is always best to consult with a lawyer before filing legal documents. The Self-Service Center website provides various resources that can help you find a lawyer at a reduced rate:

<http://www.superiorcourt.maricopa.gov/SuperiorCourt/Self-ServiceCenter/>

FOR CLERK'S USE ONLY

**This page must be completed and attached to the
last page of your motion/request.**

Case No. _____

☐ I filed the ORIGINAL of the attached document(s) with the Clerk of the Superior Court in Maricopa County on: _____
Month Date Year

☐ I mailed/delivered a COPY of the attached document(s) to the Judicial Officer assigned to my case, Judge (or Commissioner): _____, on
Month Date Year (Judicial Officer assigned to your case)

☐ I mailed/delivered a COPY of the attached document(s) on this date:
Month Date Year To:

(You must mail a copy of all documents to the other side and his/her lawyer)

Name of Other Side

Name of Other Side's Lawyer

Address

Lawyer's Address

City, State, Zip

City, State, Zip

By signing below, I promise that I have filed/mailed the attached document(s) as shown above. I understand that if I do not file/mail the attached document(s) as shown above, the judge in my case will not read my request/motion.

Your signature

Name of Person Filing: _____
In this case I am: ☐ Petitioner ☐ Respondent
In this case I am: ☐ Representing Myself (No Attorney), or
If Represented by Attorney, Bar Number: _____
My Address (if not protected): _____
City, State, Zip Code: _____
Telephone Numbers: _____
ATLAS Number (if applicable): _____

FOR CLERK'S USE ONLY

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

Case Number: _____

Name of Plaintiff or Petitioner

ORDER

Name of Defendant or Respondent

(When you submit a motion [a request] to the Court, you *may* submit your own proposed version of the Order you want the Judge to sign. IF this motion is a *stipulation* [an agreement or joint request] presented by two or more parties, you MUST submit your own proposed version of the Order. [Maricopa Local Rule of Civil Procedure 3.2 (l)(1)].

The Judicial Officer will make a decision on your request and may sign the page that you submitted, or more likely will direct the Clerk to make a “minute entry” recording the decision. A “minute entry” is a note in the records of the Court’s proceedings. The minute entry will be printed, reviewed, approved and signed by the Judge, and sent to all parties.

If you have submitted your own proposed Order, you must include a copy of the Request and the Order and a stamped envelope addressed to each party who has “entered an appearance” in the case. This means named parties or anyone that has filed papers in the case]. [Maricopa Local Rule of Civil Procedure 3.2 (l)(2)].

IT IS ORDERED THAT:

DONE IN OPEN COURT: _____

JUDGE/COMMISSIONER